

Dear Families:

The staff at Sycamore Elementary School is committed to the educational, social, and emotional growth and well-being of your children each day. We strive to help students develop the skill sets necessary to become responsible citizens in their behavior, work and attitudes. In order to foster this growth, a positive behavior support system has been developed to provide celebration for successful student behavior as well as clear consequences to support students needing to improve their behavior. This system is made up of three parts:

1. Communicating standards and expectations clearly to students and parents.
2. A reward system for children who display our core values: Respectful, Ready, Good Decision Makers, and Problem Solvers.
3. A discipline plan indicating to students what to expect (consequences if they misbehave).

The purpose of this handbook is to communicate school expectations to parents as well as students. We elicit your support as we plan for a safe positive learning environment for your child.

Sycamore's success is based on the cooperation and willingness everyone shows towards building an excellent educational program for our Sycamore children. I encourage parents to continue their commitment and support of Sycamore and its pursuit of quality education for all students.

Please keep this handbook in a convenient place, as this information will be helpful to you throughout the year. If you have any questions, please call your child's teacher or myself. Our phone number is (714) 997-6277.

Sincerely,

Ms. Bosworth, Principal

SYCAMORE STANDARDS AND EXPECTATIONS

In planning Sycamore School's learning environment, we have a few basic concerns for students. They are:

- Is what you're doing safe?
- Are you being kind, courteous, and polite?
- Is what you're doing protecting you, as well as other people's property?
- Are you acting in a responsible manner?

Our standards and expectations are based upon these concerns. When students misbehave, we relate our rules to these basic premises. Since we all learn by our mistakes, a large part of our discipline plan involves counseling.

Since clearly stated rules are most easily understood, the next few pages outline Sycamore's PBI's Policy. Please review them with your child. During August, Sycamore Staff will be teaching and reinforcing the classroom and playground rules. We will expect the children to know and follow these rules.

EMERGENCY CARD INFORMATION:

An up-to-date emergency card should be a top priority; therefore, we ask that you keep us informed of any changes in address, phone numbers, emergency contacts, cell numbers, etc., as soon as possible. These cards are kept on file in the office and are available only to school personnel. All cards must have a current address and a minimum of two emergency contact numbers.

Release of Students to Parent or Guardian:

There will be emergencies during the year when it is necessary for you to take your child from school for part of the day.

- Please come to the office and we will call for your child.
- Please sign your child out on the 'Sign out Sheet'.
- We will not release your child to anyone except you or your designee (either noted on the emergency card or by written notification from you.)

Child Custody:

It is most important that we are aware of and have a copy on file at the school, any legal papers that deal with unique custody circumstances concerning your child. **We must have a copy of legal documents concerning custody on file.** If there is a question about who we may release your child to, we will contact you (or the individuals listed on your emergency card if you are unavailable). **Please be advised that the natural mother or father can obtain their children from school at any time unless a court order is on file indicating otherwise.**

Parent Visitations:

We are very proud of our instructional program at Sycamore and encourage parents to visit our classrooms.

- Please make arrangements with your child's teacher at least one day before your

visit. Please check in at the office.

- **We want our school to be a safe place for children and therefore we must insist that all visitors, including parent volunteer helpers, first check in at the office.**
- We respectfully request that preschoolers be kept home.
- Please avoid any unnecessary distractions to the class. If you would like a parent conference, please ask the teacher for a time when you may speak privately with him or her about your child.
- **If you need to bring an item your child has forgotten at home to school, including a lunch, please leave it in the office so we may deliver it with the least distraction.**

Access to Classrooms:

It is important for students to develop responsibility with their school work and supplies. Part of the homework process for students is making sure they have everything they need to complete their work, and accepting personal responsibility when they don't.

Due to small office and custodial staffs, there are simply not enough school employees to accompany students to their classrooms after school to retrieve forgotten items and work. Please help us by reminding your student to collect all of his or her things before leaving school.

For safety and security reasons, no student or parent will be allowed into the classrooms once a teacher has locked his or her door for the day.

Phone Calls:



If you have a message you would like to get to your child or your child's teacher during the school day, please call our school office at 997-6277 and speak to the secretary or clerk.

So as to not interrupt learning time, no outside phone calls will be allowed into the classrooms during the school day.

Cell Phones: students will not be allowed to make telephone calls or text during the school day on a cell phone. Students are encouraged to leave cell phones at home. In cases where students have a cell phone, they must be turned off. They should be stored in students' backpacks or given to the teacher for safe keeping. Sycamore is not responsible for any lost or stolen personal items. If there is an emergency, students will come to the office to make a telephone call.

Parental Concerns:

Any concerns regarding school personnel or instructional material should first be discussed with the teacher and then directed to the principal who will help in finding a solution. Parents should set a good example for their children and show respect for school personnel.



ATTENDANCE **PROCEDURES:**

Students Arrival and Dismissal Times:

- **Students who walk to school**, enter at the Palm walking gate. **Students who are dropped off by car**, should be dropped in the drive through lane in the Portola/Sycamore parking lot. Students will not be allowed to enter school through the office. Kindergarten parents should park in the Portola/Sycamore parking lot, and walk their child to the kinder gate.
- **Please do NOT drop off students on the street.** Please use the drive through lane off Palm for drop-offs by car.
- **Parents are not allowed on campus through either of these gates.** Parents and/or authorized adults must sign in through the office and get a visitor badge.
- **Students should arrive no earlier than 7:50 A.M.-15 minutes before the warning bell.** We offer a breakfast program at this time.
- There is **NO** supervision earlier than 20 minutes before the start of school.
- Entry gates are locked promptly at 8:15. Tardy students must enter through office and get a tardy slip.
- Upon dismissal, students are to go directly home. For safety reasons, students should not play in the parking lot or on the playground without a supervising adult.

- **Students should be picked up no later than 15 minutes after dismissal time.**

Absences and Verification:

It is important that your child be in school everyday. However, if your child has a fever, upset stomach (vomiting or diarrhea), or a contagious illness, you must keep your child home. If you are in doubt, please consult your doctor.

Here are some things to consider when deciding to keep your child home from school:

- Sycamore's staff is required to verify each absence every day. If your child is ill, late or not attending school for any reason please call the office at 997-6277 or our **Attendance Line (714) 628-5470 or send a written note with your child stating the date and reason for absence.**
- It is often best to plan appointments in the afternoons. This way your child will not be missing out on the important morning learning times, and our school will receive attendance credit for his or her presence in school.
- If you plan to have your child out of school for 5 days or more, please inform the teacher or attendance clerk and we will be able to establish a work contract.

Late Arrivals to School:

If your child will be late to school, please call the school at 997-6277 to let us know. Students are asked to check into the office upon late arrival to receive their late slip before reporting to class. During any school wide testing time, if your child arrives late, they will remain in the office until there is a break from testing.

Tardy Policy:

Children who arrive late to school should report to the office before going to the classroom. When children are late, it disrupts the classroom and prevents the child from hearing important information about the school day causing the child to miss instruction. Additional teacher time is needed to explain what has been missed.

It is the parent and the student's responsibility for the student to be at school at the proper time. Should the child have excessive tardies, the school will report these to Student Community Services.

Early Pick-Ups

If you must pick up your child early-please come to office to sign out. We will not permit early pickups of older siblings that have the later dismissal. It is critical that students get their homework assignments and finish off the day.

Moving out of the Attendance Area:

We understand that there may be times when a parent must move out of our school's attendance area. If there is space available; an 'Open Enrollment' request must be completed and signed if the child will remain at Sycamore. Please follow these procedures when moving out of our attendance area:

- Please inform the office of your child's last day of attendance immediately.
- All textbooks and school issued materials must be returned or paid for before any records are sent to the new school.
- All records will be forwarded to the new school once we have received a Request for Information Card, which you will complete as part of the registration process at the new school.

SCHOOL CALENDAR

The District Calendar can be accessed on the Orange Unified Website: <http://www.orangeusd.org>

In addition, an up to date Sycamore Master Calendar can be accessed at: <http://www.orangeusd.org/schools/elementary/sycamore/calendar.asp>

REPORTING PROCEDURES:

Parent Teacher Conferences:

Parent/Teacher Conferences are held after the first 6 weeks of school. Your child's academic and behavioral performance is thoroughly reviewed at these conferences. Our staff welcomes the opportunity to discuss your child's progress at any time during the school year. We encourage you to make an appointment with your child's teacher at any time to discuss their progress.

Conferences will be held periodically throughout the remainder of the year if your child's teacher has indicated that your child is 'at risk' of retention.

These meetings will be held in February and again in May.

Report Cards:

Orange Unified School District has a standards based report card. Each grade level has specific standards in which they need to meet. The grades given for Kindergarten-3rd grade: 3 – exceeding standards, 2 – meeting standards, and 1 – below grade level standards/progressing towards standards. 4th-6th grades – letter grades are assigned: A,B,C,D,F.

Homework Policy:

Homework is related to class work and helps to strengthen fundamental skills and extends good study habits developed in school. The Orange Unified School District policy recommends that homework be assigned Monday through Thursday with the length of time being:

- Grades 1 to 3: 30 minutes
- Grades 4 to 6: 45 – 60 minutes

It is important that your child have a quiet, well lighted place to complete homework. The parent's responsibility along with the child's is to make sure the homework assignments are completed and returned to school. The parent's role in homework is not to complete it for the child. If at any time you have questions or concerns regarding the homework, please contact your child's teacher.

Make-up assignments:

If a student is absent, they have the opportunity to make-up the work. Each child is given an appropriate

amount of time to make up any class work or tests.



SCHOOL STANDARDS:

Academic Expectations – Positive Behavior Intervention Support:

- **Respectful**
- **Ready**
- **Good Decision Makers**
- **Problem Solvers**

Student Conduct Expectations:

*See Home/School Compact

LUNCH TIME:

- Children have a 45/50 minute lunch period (30 minutes on inclement weather days).
- We have no means of refrigerating student lunches at school.

- For those students bringing their lunches, milk or juice can be purchased at school.
- Ideally, students bring their lunch to school or purchase school lunch. If a parent would like to drop off a lunch, please drop off in the school office. Students will be contacted. PLEASE DO NOT HAND LUNCHES OVER THE FENCE. It is a safety issue.
- If parents wish to be present during the lunch period – please check in with the office and get a ‘Visitor’ button to wear. Parents are not allowed to sit at the lunch tables with students due to the Federal Free and Reduced Lunch policy; however, parents may sit in a different area with their child or volunteer with supervision (must be pre-arranged.)

Buying Lunches at School:

- Nutritious hot lunches are available daily. Children may bring money each day or parents may place money into their lunch account. In order to add money to a student’s account, place money in a lunch envelope with the child’s name and PIN number on it.
- The office is unable to loan money to students.

Reduced and Free Lunch Program:

Lunches are available at a reduced price for the families who qualify.

- An application form is available in the school office.
- The Food Services Department will notify you about your qualification for the program after the application has been submitted to the school office for processing.



LUNCH TIME STANDARDS:

1. All students will be expected to follow the procedures arranged for securing hot lunches and/or milk.
2. During the lunch period, students are to eat quietly at their assigned tables.
3. If students bring sack lunches, they are to eat their own; food trading is not allowed.
4. Students are to place their trash in trashcans before leaving lunch table area.
5. Children will spend a reasonable length of time eating their lunches and are to remain at the lunch tables until their class has been dismissed.
6. If students need to leave the lunch table before the regular dismissal time, get permission from a lunch duty supervisor.
7. Any additional drinks or food must be drank or eaten at the lunch tables only.
8. While in the lunch line, students will take only one of each lunch item, as allowed by the School Lunch Program.
9. No throwing of food, spitting food or milk, or playing with

food to cause students to be
“uncomfortable” at lunch tables.

10. Stepping on ketchup packets or milk packets to cause liquids to squirt out is strictly prohibited. The student will clean area at once.

Lost or Damaged Textbooks or Library Books:

Each student is responsible for books checked out to them. If at any time a book is lost or damaged, students will be asked to pay for replacing it. The librarian will contact parents with a bill if this occurs.

Personal Items:

All coats, sweaters, jackets, etc. should have child’s name on it.

Other personal items: toys, cards, radios, CD players, iPods, etc. are not allowed at school. If students have these items in site of the teacher during the school day, items will be confiscated and parents must come pick up.

Sycamore cannot be responsible for lost or stolen personal items.

Positive Behavior Intervention Support

Respectful, Ready, Good Decision Makers, and Problem Solvers are the four behavioral standards for all Sycamore students. The following are examples of what these three entail.

1. **Children may not arrive at school before 7:50.**
2. Children may not play in restrooms or around the drinking fountains during the day.
3. Games with physical contact are not permitted.
4. School equipment is to be shared and used safely and correctly.
5. Children must walk in designated corridors and walk from the classrooms to the playground and lunch tables.
6. Children may not be in the classrooms or corridors at any time, without permission of the teacher/or in classroom without a teacher present.
7. Only students in grades 3rd – 6th may ride a bike to school; helmets must be worn.
8. Bikes, skateboards and scooters may not be ridden on the school grounds.
9. Safety rules must be followed on the way to and from school.
10. Children are not to walk through the parking lot (even if accompanied by a parent).
11. Children are to wait for their parents in front or on the side of the school at the end of the day.
12. Courteous behavior and language is required at all times.
13. Children must stay in play areas designated by the teacher.
14. Balls are not to be bounced against the building or after the bells have rung.
15. Balls, bats, or other toys are not to be brought from home.
16. Children may not get drinks or use the restroom after the bell rings at recess or lunch.
17. No gum or candy is allowed at school. No food is allowed on the playground area. No sharing of food from school or home lunches is allowed.
18. Children must follow classroom rules and be respectful of authority and peers.

19. Students are not allowed to use school telephone during the day, unless there is an emergency. Students cannot call home for homework, class work or permission slips, etc.
20. Be ready for school everyday with school materials, homework, and in line when the bell rings ready for learning.

Consequences

At times students may have consequences for not following class or school rules. These consequences may include the following; however, teachers may provide other consequences in their classrooms as well.

1. When a school rule is broken during recess or lunch, supervisors on duty may choose to warn the student of their behavior, put them on a time out on the bench, or write a citation for the classroom teacher.
2. If it a serious issue, students will be sent to the office with a referral and the home will be contacted.
3. Multiple violations of school or classroom rules may result in a parent/teacher conference or depending on the seriousness of the matter, a suspension from school; based on California Education Codes.
4. A few reasons for suspension include: fighting, sexual harassment, destruction of school property, defiance of school officials, disrupting school activities, committing obscene acts or habitual profanity/vulgarity, possession of dangerous objects, graffiti or vandalism, stealing, bullying.

Uniform Policy

Sycamore has a Dress Code Policy. This dress code policy is in alignment with the district's policy. Students are prohibited from wearing any clothing, which is disruptive to the instructional process and/or considered unsafe, dangerous, divisive or a health hazard. Also prohibited are clothes which contain offensive or obscene symbols (depicting alcohol, tobacco, drugs, weapons, vulgar language, violence, vandalism, or sexual activity), signs, slogans, or words degrading any gender, cultural religious or ethnic values. Clothing, accessories or any manner of grooming which is considered to be gang related is not allowed. Parents can request a Uniform Waiver during the first two weeks of school. They will need to make an appointment to me with the Principal to complete forms.

Hats: hats, headbands, bandanas, hoods on sweatshirts or any unauthorized headgear is not to be worn during the school day.

Shirts/Tops (White/Light Blue/Navy Blue/Red)

Shirts must be size appropriate. All shirts must be tucked in so the belt is visible with the exception of sweatshirts, sweaters, and jackets. Shirts or tops which are too tight, revealing or which allow underclothing to show are not allowed. Open mesh shirts, T-shirts and tank tops are not allowed (shoulder width on shirts must be 2 inches). Strapless dresses, low cut neckline, bare shoulders, or midriffs, backless or tube blouses and see-through clothing are prohibited. No part of the student's torso must show when wearing appropriate clothing. Shirts must have collars with no emblems on them except ones with the Sycamore emblem.

Belts: Belt buckles must be plain with no initials on them. Belts will be appropriate length for student waist size and the belt must be kept in the belt loops.

Pants/Skirts-Navy Blue or Tan-cotton/knit – NO JEANS: No loose fitting or baggy shorts, trousers, or overalls. Pants and shorts must be of an appropriate size and length (within one size of student's actual waist and inseam measurement).

Pants and shorts must be worn at the waistline. At no time can any undergarments of a student be shown. Pants whose style has enlarged legs or additional cloth inserted that promotes the baggy look are not allowed. The legs of pants or shorts must be hemmed (not frayed or slit at the seams), and may not have any holes or tears. Overalls must be hooked at the shoulder. Pants, shorts, skorts, or skirts, which are too tight revealing or which allow underclothing to show are not allowed. All skirts and skorts must be at least mid-thigh length. Shorts must be at least mid-thigh length and no longer than to the top of the knee.

Shoes: Shoes must be worn at all times. Thongs, or backless shoes or sandals are not allowed. Socks are required and must be no longer than mid-calf length.

Jewelry, Make-up and Accessories:

Jewelry that is considered dangerous may not be worn, such as large hoops or dangly earrings, or spikes. No chain belts, studded belts or wallet chains are allowed. Make-up is not to be worn or brought to school during the school day.

Outerwear:

Size appropriate cold weather jackets, sweaters and sweatshirts may be worn. No Sports Team logos or sweatshirts that depict gang association or inappropriate pictures or words should appear on the clothing.



SYCAMORE SCHOOL'S AWARD SYSTEM

Rewarding students for doing a good job is essential in making Sycamore School's management system work. We all need praise and rewards in our lives, be it at home, work, or school.

Sycamore School is proud of its program in this area. Teachers have their own reward system in their classroom. They may include: encouragement, praise, positive phone calls home, reward recesses, special class activities, and awards and certificates.

In addition to the classroom awards, Sycamore has many Academic and Citizenship Awards to honor students who are courteous and productive.

Student of the Month:

One student from each primary classroom and each upper grade classroom will be recognized for displaying our core values in their classroom and on the playground.

Academic:

Each trimester, top students will be awarded in the areas of reading, writing, math, and effort. In addition, upper grade students who earn all A's and B's with satisfactory effort will make the Honor Roll. Upper grade students who earn straight A's and satisfactory effort will make the Principal's Honor Roll.

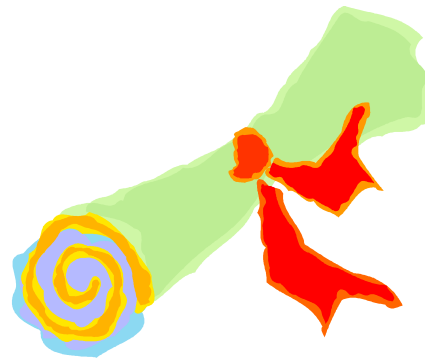
Attendance:

Students earn a privilege or treat for having perfect attendance each trimester. Each class will be recognized for having 98.0% attendance

each month (our goal.) Certificates are given out to students who have Perfect Attendance for the entire school year including no tardies.

Positive Behavior Intervention Support (PBIS) Tickets:

Students are given 'SPLASH' tickets for being good, following classroom and school rules, getting homework done, being a friend to others during recess and in the class, etc. Raffles take place every Friday to visit the principal and get a small prize.



group is the primary source for parents to assist our school in providing maximum educational support for our students. We encourage all parents to join and become involved in PTA.

PARENT GROUPS:

School Site Council:

The School Site Council is an elected group of staff and parents from. The council's task is to develop, implement, and update the School Plan. Meetings are held a minimum of 6 times per year and are open to all Sycamore parents.

English Language Advisory Committee (ELAC):

The ELAC group is comprised of members of our community whose children are English Learners. This committee meets to discuss the school plan as it relates to English Learners. The meetings are held a minimum of four times a year. All members of the Sycamore community are invited to attend these meetings.

Parent Teacher Association (PTA):

The Sycamore PTA contributes to the education, welfare, and safety of our students through fundraising and volunteer efforts. This support



Volunteers:

Each teacher will communicate his or her needs for classroom volunteers and room parents. These very special parents assist the teacher in preparing, assist students in class as directed by the teacher, organize the holiday parties, and help arrange for volunteers at school functions.

Please let the teacher know if you would like to be a volunteer in their room.

ORANGE UNIFIED SCHOOL DISTRICT

SYCAMORE ELEMENTARY SCHOOL



Parent Handbook

340 N. Main
Orange, CA 92868
(714) 997-6277
Office Hours: 7:30 – 4:00

2014/2015 SCHOOL SCHEDULE

Kindergarten:

8:10– Arrival (at kinder gate)
8:15-10:15-Instruction
10:15-10:35 – Recess
10:35-11:15-Instruction
11:15-12:00- Lunch
12:00-2:15-Instruction
2:15-Dismissal (at kinder gate)

Primary Grades (1st-3rd):

8:10-Warning Bell
8:15-10:15-Instruction
10:15-10:30-Recess
10:30-12:00-Instruction
12:00-12:50-Lunch
12:50-2:15-Instruction

Upper Grades (4th-6th):

8:10-Warning Bell
8:15-10:30-Instruction
10:30-10:45-Recess
10:45-12:30-Instruction
12:30-1:15-Lunch
1:15-2:35-Instruction

Modified Wednesdays

****Every Wednesday, all grades will be dismissed at 12:35** in order for teachers to have time to collaborate and participate in professional development. All grades will have an opportunity for an optional lunch at 12:35.

In addition to Wednesdays, the following dates will also have early dismissal at 12:35:

October 6-9, November 14, February 3, March 10, May 29,

June 11